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Solicitations open to: Afghan Nationals Only
Position Title: Project Development Specialist (Gender)
Type of vacancy: Single
Opening date: November 18, 2015
Closing date: December 2, 2015
Work hours: 40 hours (Full time)
Position Grade: FSN-11

Vacancy announcement #: USAID/306/16/07/OPPD

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan is seeking applications from qualified Afghan Nationals to provide personal services as a **Project Development Specialist (Gender)** under a personal services contract described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The Project Development Specialist (Gender) will be responsible for ensuring that gender considerations are mainstreamed appropriately across all Mission programs. The incumbent will serve in the Office of Program and Project Development (OPPD) and work closely with sector personnel, consult with implementing partners, other donors, the Ministry of Women's Affairs, and other relevant ministries to help design programs, review and sign off on proposed initiatives, address cross-cutting issues that arise during implementation, monitor progress and recommend modifications as necessary. The incumbent will serve as an Agreement Officer Representative (AOR) and will participate on coordination bodies with other donors and aid agencies to advise and support the development of the Ministry of Women's Affairs. In particular, the incumbent will help to build the capacity of the Ministry in advocacy and policy development, and to facilitate the development of programs and services of the Ministry. The incumbent will stay up-to-date on developments and needs of women and girls nationwide in order to advise the Mission on appropriate courses of action. Further, the incumbent is expected to provide expert guidance on cross-cutting policies, strategies, programs and activities as well as a full range of consultative, advisory, information-gathering, analytical and evaluative technical services of broad scope and complexity on cross-cutting issues. The incumbent must be able to think and operate strategically and programmatically, analyze complex situations in order to assist in the development of USAID/Afghanistan's strategic plans and programs, and assess the impact of host country policies and practices on USAID programs.

MAJOR DUTIES AND RESPONSIBILITIES:

Broadly, the Project Development Specialist (Gender) will be responsible for developing capacity, reporting, coordinating, tracking and ensuring that USAID/Afghanistan's broad and ambitious development assistance portfolio is in compliance with gender policy, regulations and earmarks. The incumbent will be responsible for proactively reaching out to the key government (both Government of the Islamic Republic of Afghanistan (GIROA) and U.S. Government (USG) and private sector entities to increase awareness and engage in policy issues and prepare documents for Mission decision making, as well as updates on gender policies and programs and regular public outreach documents, including success stories for broad distribution. The Project Development Specialist (Gender) will be recognized as one of several Mission authoritative persons on gender issues and will be part of the Gender team and will be supervised by the Deputy Team Leader for Gender.

The incumbent will work closely with all technical offices, USG inter-agencies (including the military), and will consult regularly with beneficiaries, implementing partners, other donors, and relevant GIRoA officials and Ministries, at both the central and decentralized levels of government to help integrate gender issues within the Mission portfolio. As such, the incumbent will provide expert guidance on policies, strategies, programs and activities. The Project Development Specialist (Gender) will provide a full range of consultative, information-gathering, analytical, evaluative and written technical services of broad scope and complexity on these issues. The Project Development Specialist (Gender) must be able to think and operate strategically and programmatically, analyzing complex situations in order to assist in the development of USAID/Afghanistan's strategic plans and programs, and assessing the impact of host country policies and practices on USAID programs. The incumbent must also be able to write clearly and convincingly and produce high quality and convincing written products for many different audiences (including the USAID/Afghanistan website) with short deadlines. A commitment to, and strong capability in, local capacity-building is essential.

Office of Project and Program Development (OPPD) provides Mission-wide support for strategic planning, strategy development, program and activity design, monitoring and coordination of overall implementation. OPPD is also charged with monitoring and evaluation of strategic results as well as resource management. This is a highly visible program with high-level USG interest. The Project Development Unit, located in OPPD, ensures quality management and control, adequate planning and performance monitoring, and consisting of programs with USG policy interest in Afghanistan.

- **Awareness and Advocacy**

- a) Inform Afghan, American and international public officials on cross-cutting issues and the work of USAID in Afghanistan;
- b) Provide regular reports and information to the USG and act as liaison to high level delegation visits to Afghanistan in order to promote awareness and understanding of USAID's efforts on behalf of Afghan women and girls and other cross-cutting issues;
- c) Work closely with other USAID/Afghanistan technical offices to ensure that cross-cutting issues are addressed in program design.

- **External Relations**

- a) The incumbent will attend events in Afghanistan, which highlight women's and girls' needs and initiatives and other cross-cutting issues, especially the work of the Mission, and will serve as a liaison on women's programs for high profile delegation visits to USAID/Afghanistan programs, including arranging events, meetings and site visits;
- b) The incumbent will represent USAID at donor coordination and advisory meetings including, but not limited to gender issues.
- c) The incumbent will represent USAID at government meetings and liaise with senior level Afghan government leaders.

- **Program Development and Implementation**

- a) Provide programmatic guidance and support for gender mainstreaming in all USAID activities including reviews on proposals related to women and girls, and other cross-cutting issues; and aid the Mission in the development and implementation of its Gender Strategy;
- b) Provide guidance and capacity-building support for the Ministry of Women's Affairs;
- c) Meet regularly with partners, international donors, and inter-agency groups involved in gender activities;
- d) Serve as the Agreement Officer's Technical Representative or Contract Officer's Technical Representative for USAID-funded grants and contracts.

- **Reporting and Other Monitoring Duties**

- a) Provide guidance on indicators, program monitoring plans and work plans relating to gender cross-cutting issues as required;
- b) Monitor the effectiveness and progress of gender and other cross-cutting programs and provide advice to ensure that gender considerations are integrated into all portfolio programs;
- c) Serve as the Mission expert for issues on gender cross-cutting themes, and stay up-to-date on information regarding gender cross-cutting themes.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A Bachelor's degree in a field relevant to gender studies or equivalent, e.g., social-anthropology, cultural studies, heritage studies, history, international development, or social work is required.

Experience: A minimum of five (5) years of experience working with gender or women-related issues in either the public, private or academic sector is required. Work experience must demonstrate the ability to effectively collaborate with host government organizations and policy makers to advance gender issues at the policy level; managing gender or women-related programs with international organizations, private sector firms or NGOs; ability to prepare documents and reports on timely and regular basis to management; and, other stakeholders, and experience in outreach and communication to advance gender issues is required.

Language: Level IV (Fluent) speaking/reading English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.

Knowledge, Abilities and Skills: General knowledge of the function and operation of foreign aid programs, particularly in the Afghanistan context, and familiarity with the development community is required. Incumbent must have a good knowledge of gender issues within the aid effectiveness framework. The incumbent must be able travel and interact independently with local communities on culturally sensitive issues such as enhancing the role of women in decision making. S/he should be able to develop and maintain contacts with officials throughout the Mission and with external partners.

The incumbent must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the Mission, and from Washington. Demonstrated capability for perceptive analysis and the ability to write and speak effectively are required. The incumbent should be able to function well in an intense, high stress, close-security environment with limited movement and high workload. A high degree of professionalism, discretion, team work and demonstrated outstanding interpersonal skills is a must in addition to sound judgment to make independent decisions. In-depth understanding of the Afghan context and understanding of gender dynamics and complexities is a need.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: (Project Development Specialist (Gender) (OPPD1607)**

ANY/ALL application submissions after the closing date of December 2, 2015 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or

3. A current resume or curriculum vitae that provides the same information found on the DS-174 form;

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Female candidates are strongly encouraged to apply.
- Ø Applications submitted as RAR files will not be accepted by the system.

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